



Coordinator, Special Education Special Populations

Non-Classified Classification

Open for Recruitment: August 11, 2015 – Open until filled

Announcement # NONCLS006227

Salary: \$26.45 - \$31.25 per hr. (\$55,016 - \$65,000 yearly) [-Plus Competitive Benefits!](#)

Location(s): Boise

SPECIAL NOTIFICATION: This position is exempt from classified state service and the rules of the Division of Human Resources and the Idaho Personnel Commission.

**The State Department of Education is seeking a
Special Populations Coordinator to support the
Special Education and Exceptional Children department.**

The Special Populations Coordinator would be part of the special education team participating in forming State-level policy for Idaho Charter Schools, Alternative Middle/High Schools, Private Schools, and correctional facilities educational programs through the Idaho Department of Corrections (IDOC) and Idaho Department of Juvenile Corrections (IDJC). The incumbent has key responsibilities for ensuring that these entities serve students with disabilities and are in compliance with IDEA. This position would, among other tasks, make presentations at conferences and workshops regarding special education requirements, provide training and technical assistance, and monitor for compliance with state and federal special education laws.

This position requires an understanding of special education rules, regulations and experience providing special education services. Field visits to Charter Schools, Alternative Schools, Private Schools, Department of Corrections (IDOC) and Idaho Department of Juvenile Corrections (IDJC) are required from time to time to fulfill the responsibilities listed. This is a full time position serving under an appointment of the State Superintendent of Public Instruction.

RESPONSIBILITIES:

- Participate in forming State-level policy for Idaho Charter Schools, Alternative Middle/High Schools, Private Schools, and correctional facilities educational programs through the Idaho Department of Corrections (IDOC) and Idaho Department of Juvenile Corrections (IDJC).
- Make State-level presentations about charter schools:
 - Special Education file reviews
 - Multi-Tiered System of Support (MTSS, formerly Response to Intervention RTI) conferences and reviews
 - “Charter Start” informational training for founders of charters or those that are interested in learning more about starting a charter
 - “Charter Boot Camp” spring training for charters opening in the upcoming school year
 - Charter Consortium Conference sponsored by the State Department of Education which provides an opportunity for all charters to come together and learn best practices, with break-out sessions for charters to work together with other charters having the same or similar emphasis.
- Develop training materials/FAQs (Frequently Asked Questions) for areas of need, and provide input for the Charter school webpage of the Idaho Training Clearinghouse internet site.
- Review new Charter school petitions through the sufficiency process with regard to special education.
- Facilitate new Charter schools special education program verification visits.
- Facilitate and provide onsite technical assistance visits for Charter Schools, Alternative schools, Private Schools, and IDOC/IDJC.

- Support the interaction and level of supports between the regional staff and charter schools.
- Collaborate with Dispute Resolution staff when asked to facilitate and support activities, as needed.
- Facilitate and provide general onsite monitoring visits for Charter Schools, Alternative Schools, Private Schools, and IDOC/IDJC educational programs and follow-up on generated action plans.
- Field all questions concerning Charter Schools, Alternative Schools, Private Schools, and IDOC/IDJC educational programs received by the SDE Central Office:
 - New Charter School startups
 - Individuals with Disabilities Education Act (IDEA) regulations
 - Idaho Special Education Manual policies and procedures
 - 504
 - Dispute Resolution
- Support new administrators, special education directors, and federal programs directors within charter schools.
- Collaborate with Idaho's School Choice Coordinator.
- Liaison with SDE federal programs and Idaho's Charter School Commission.
- Interface with Charter schools within the state about potential special education issues and/or policies and procedures.
- Gather and analyze data concerning student achievement, as needed, for Charter Schools, Alternative Schools, Private Schools, and IDOC/IDJC educational programs.
- Support and participate in the special education general file review process and in results-driven accountability programs and monitoring.
- Other duties as assigned.

QUALIFICATIONS:

- Master's degree from an accredited institution required.
- Three (3) years special education teaching experience required.
- Knowledge of special education law.
- Experience with computer skills in Microsoft Word, Excel, PowerPoint, and online search engines.
- Excellent written and oral communication skills.
- Experience with presentation skills.
- Organization skills, ability to multi-task and prioritize multiple projects.
- Ability to be a team player.
- Some experience with supervision.

Extra consideration will be given for the following desired qualifications:

- Consideration given for advanced degrees beyond a master's.
- Certification in special education preferred.
- Extra consideration given for five (5) or more years teaching experience in special education.

TO APPLY:

Apply online through the State of Idaho, Division of Human Resources. A link to the job posting and online application can be found by [clicking here](#). Click on the "Apply Online" button and follow the instructions provided to complete the Application Checklist and Exam for this position.

When updating your online application information, you must complete all items in the Application Checklist (this serves as your Employment Application). Without this information, your name cannot be referred for consideration. The Exam for this position is to submit a letter of interest and customized resume'. All applications received for this opening will be reviewed and screened to determine the most suitable candidates to be called for interviews. Finalists may be asked to provide additional information, documentation, or transcripts.

TIMEFRAMES:

All applications received for this opening will be reviewed and screened to determine the most suitable candidates to be called for interviews. **Application review will begin immediately. Applicant screening will continue until the position is filled. The State Department of Education seeks to fill this**

position as soon as possible, but a later start date is negotiable. It is to the applicant's advantage to submit materials as soon as possible.

Finalists may be asked to provide additional information, documentation, or transcripts. **Interview dates have not been determined at this time.** Those applicants not selected will be notified. **This announcement will be closed without notice once a qualified candidate is identified and accepts the position.**

**Thank you for your interest in employment
with the State Department of Education!**

OVERTIME NOTICE: At the discretion of the appointing authority, compensatory time off may be provided in lieu of overtime cash compensation.

Hiring is done without regard to race, color, religion, national origin, sex, age or disability. The State of Idaho provides veterans preference in employment